

**DETERMINATION AND FINDINGS FOR
A SOLE SOURCE CONTRACT**

CONTRACT NO.: DCRL-2013-R-0066
CAPTION: Transition Planning for Foster Youth
PROPOSED CONTRACTOR: Foster Club
PROGRAM AGENCY: DC Child and Family Services Agency

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701.

2. MINIMUM NEED:

The Government of the District of Columbia, Child and Family Services Agency (CFSA), is seeking a contractor to provide a tool that provides youth with a map to begin planning for the transition from foster care to adulthood.

3. ESTIMATED REASONABLE PRICE:

\$100,000.00

4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A recent federal law requires that all states, during the 90 day period before a youth leaves foster care at age 18, 19, 20 or 21, must develop a transition plan for the foster youth. The plan must be individual to the young person and developed with the young person. Among the issues to be addressed are specific options on housing, health insurance, education, local opportunities for mentors, and workforce supports and employment services.

A market survey was conducted to find transition planning tools for foster children. The following entities were found to provide similar transition planning services:

1. Penn Youth Leadership Network: This network focuses on youth with disabilities. The information has to be printed and does not meet CFSA's needs.
2. Youth Transition Funders Group: This organization requires online literature to be read; youth cannot input information.
3. Youth Transition Toolkit: This toolkit has a monthly cost.

Other online toolkits only allow youth to print information or read what is on the site. Foster Club ***Transition Toolkit*** allows youth the ability to fill out web-forms that will help them complete the transition plan.

Foster Club's ***Transition Toolkit*** is a tool that provides youth with a map to begin planning for the transition from foster care to adulthood. The tool provides an overview of the skills, knowledge and resources needed for young people leaving foster care to prepare for life on their own as young adults.

The ***Transition Toolkit*** will be online and will be built around the transitioning needs of the foster care youth in the District of Columbia. In collaboration with Foster Club, a team will be assembled to design, develop, test, and deploy the online toolkit. The toolkit is will be modified to incorporate resources and services that are specific to DC.

While the online toolkit is being developed, the first phase will be the conversion of the existing PDF file into a PDF form with fields that may be filled-in by a user, specific to DC. The form will maintain the ability to be opened by a user who has Adobe Acrobat Reader. Users will be able to submit a completed PDF to a central location where they will be stored in a database.

Once the toolkit is fully online, youth will register, or set up an account, and will create their own private file cabinet online. Youth will have the ability to fill out web-forms that will help them complete the transition plan. Content of the toolkit can be enriched through the use of video content, links, and will also include discussion forums where youth can share their experiences in foster care.

CFSA will have the ability to load resources into the tool through an admin window. Every Washington DC foster youth will then be automatically fed information about relevant local resources based on the part of the transition plan they work on. For example, a youth developing a plan for higher education would be fed information about DC's Chafee ETV programs. Youth will be able to use the Tool to upload other important documents for safe storage, such as a scan of a ward letter or a copy of their resume in Word. Youth will be able to complete and print their Transition Plan to a PDF file, which could be shared with a foster parent, caseworker, etc. An Agency staff person will be assigned an Administrator role, which would allow visibility to youth transition plan built by agency youth. Similar to Sharepoint (<http://sharepoint.microsoft.com>), Basecamp (<http://37signals.com>), and other web-based project management tools, staff will have the ability to connect to a group of people to a youth (these people could also be connected to other youth). Each youth's transition plan will become a 'project', and the entire team will be able to contribute information, links to tools and resources, and could securely communicate with youth and each other. The online tool will also include other project-management tools such as calendar, a document storage area, and a white board message area. Once the youth transitions from foster care, they will continue to have access to their plan so they can continue to track their progress.

The utilization of this tool by the DC Foster Care and Child Welfare Community will have a positive impact on outcomes pertaining to foster youth's transition from care. The tool provides a series of well thought out life skills which are required to prepare youth for today's society. The ***Transition Toolkit*** is youth focused and driven providing foster care youth with tangible resources needed as they transition from adolescent to young adulthood.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

Date

Brenda Donald
Director
Child and Family Services Agency

6. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

Date

Tara Sigamoni
Agency Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Tara Sigamoni
Agency Chief Contracting Officer